

## North Carolina Department of Cultural Resources Database Inventory Worksheet

### Purpose

Database/information owners should conduct an annual inventory of agency databases and spreadsheets and the indexes created. The completed inventory serves as both a general public listing of the agency's public databases and a guide for determining which agency databases must be fully indexed to comply with the indexing guidelines. A simple listing of all databases, each identified by name and custodian and annotated with a one-sentence description, including an indication of the presence of any restricted data, should be prepared and centrally located. A database inventory should indicate which of the agency's databases demand full indexing. This inventory represents both a good records-management practice and a tool for ensuring compliance with the database indexing requirements incorporated (G.S. §132-6.1).

The worksheet offers individual agencies a basic tool for database indexing management. Use of the worksheet alone does **not** constitute compliance with the database indexing requirements. The provided worksheet is useful for capturing and collating the above information.

A state agency's Chief Records Officer or a local agency's records custodian, or other public information officer or business manager, should copy, modify, and distribute this worksheet as he or she sees fit.

### Worksheet Use

The records custodian should schedule and administer a yearly inventory of agency databases, either alone or with the help of the organization's Information Technology staff. Because agencies vary significantly in size and organizational structure, the Department of Cultural Resources can provide only general guidance; each organization will need to write its own specific instructions for the use of the worksheet.

The record custodian should complete the top table before distributing copies of the worksheet to each work group or position title assigned responsibility for the contents of particular databases (the database custodian). The database custodians will then complete the worksheet, listing those databases in their custodianship and return it to the records custodian.

Once completed by database custodians and returned to the records custodian, the worksheet data should be verified, corrected, edited as necessary, and collated or copied to one or more centralized documents or databases (or both) and made available for public inspection.

## Database Inventory Worksheet Fields

The records custodian should complete the following fields for each worksheet:

<b>Custodian(s)</b>	List the custodian's name, which may be a particular division, section, branch, unit, or other work group or position title in the agency, or the name of an individual.
<b>ID</b>	After receiving completed worksheets from database custodians, assign a unique identifier for an individual database. This can be a sequential number local to the custodian or a more complex code (e.g., A_H1, A_H2, A_H3, etc.) global to the agency.
<b>Index Required</b>	After receiving completed worksheets from database custodians, determine if the database is subject to the indexing requirement and so note. For example, a "Y" might indicate that the database is subject to indexing, and a blank or "N" that the database is not.

The database custodian should complete the following fields:

<b>Database Name/Acronym</b>	Provide the full name and version number of the database or spreadsheet, or the name of an overall system (e.g., "DCR E-mail System") and any applicable acronym.
<b>Records Series</b>	If the database has been assigned a records series ID number or code or if it has an official title on the retention schedule, enter it here. A database may fall under more than one records series. Consult your records retention/disposition schedule for more information.
<b>Date Created</b>	Enter the specific date, the year, or month/year that the database or spreadsheet was created or last significantly modified.
<b>Description</b>	Provide a short description of database use, e.g., "Division master list of addresses; on SQL server." The records custodian may require a specific format, or inclusion of specific information.
<b>Restricted Data</b>	The custodian should check this box if he or she knows or believes that public access to any portion of the information in the database is restricted. Note any legal citation(s) closing the data to public inspection.

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